



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 3rd Battalion 381st Regiment (TS)
310 Armed Forces Drive
GRAND PRAIRIE, TEXAS 75051

AFKR-TTC-BD-DBN

27 April 2004

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Battalion Policy Letter #15: Temporary Duty Travel Policies and Procedures

1. The Blanket Travel Order (BTO) is the document used through out the Fiscal Year to process travel requests.
2. The S-1 will furnish the RM a copy of in-processing sheets for all newly assigned personnel.
3. An initial Blanket Travel Order (BTO) for newly assigned soldiers will be prepared within one week after in-processing. This will allow for all signatures to be affixed.
4. Once a “master” BTO has been provided, it will be kept on file at the battalion, to be copied and submitted for future travel.
5. Prior to submitting a BTO or any travel order, the battalion XO will sign each request for authorization in block 9 below the date, location and purpose of mission.
6. All requests for BTO control numbers will be faxed or hand carried to TSB-RM no later than 96 hours (4 working days) before travel date and no sooner than three weeks before travel. **NO INDIVIDUAL WILL TRAVEL WITHOUT A TRAVEL ORDER.**
7. Per Joint Federal Travel Regulation (JFTR), all BTOs will indicate the following:
 - a. Dates of travel
 - b. Location
 - c. Purpose of mission (i.e., AT, IDT, Battle Staff, etc.)
 - d. Indicate per diem rate
 - e. Mode of transportation (GSA vehicle, car rental)
 - f. Air fare cost
8. If the BTO does not have the authorizing signature it will be returned without action.
9. The Travel and Transportation Reform Act of 1998 states that for lodging call 1-800-GO-ARMY1 for the area you will be traveling to. If the location does not participate in the Army Lodging Success Program, only then find a local hotel within the allowed JFTR rate. If after calling 1-800-GO-ARMY1 you are able to locate a cheaper hotel (within a reasonable distance of your TDY), you may elect to choose the cheaper location.

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10. Ensure that per diem costs remain within cost authorized in the Joint Federal Travel Regulation.
11. Within five days after completion of each travel, DD Form 1351-2 (Travel Voucher or Subvoucher) must be submitted. The Supervisor or designated personnel must review and verify the voucher to ensure that the claim is complete and entitlements are IAW the JFTR. When review and verification is completed, the supervisor or designated personnel must initial on the right hand corner of DD 1351-2. The completed voucher will be forwarded to DFAS-SA, Travel Section, 500 McCullough, San Antonio, Texas 78215-2100.
12. For long duration travel, an interim travel voucher must be submitted to finance every 30 days. This will allow the traveler to pay his/her government travel bill on time.
13. The TTRA of 1998 stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel civilian and military to pay for costs incident to official business travel.
14. Ready and Alert!

FERNANDO GUTIERREZ
LTC, QM
Commanding